



DC Government Career Opportunities

Job Title: ATTORNEY ADVISOR
Requisition Number: JO-1605-5403
Grade: 15
Salary Range: \$125,774.00 - \$163,502.00
Promotion Potential: No
Agency: Insurance, Securities and Bank
Location:
Area of Consideration: Agency Only
Opening/Closing Date: 5/6/2016 - 5/16/2016

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Job Summary

This position is located in the Government of the District of Columbia, the Department of Insurance, Securities and Banking. The Office of the General Counsel is responsible for conducting all of the legal business of DISB.

The purpose of this position is to provide proficient legal advice in the various practice areas within DISB. The practice areas include administrative litigation, legislation and regulation development, litigation management and the provision of legal counsel regarding a wide range of legal issues.

Major Duties and Responsibilities

Handles urgent and sensitive advisory and confidential matters for the OGC of DISB as well as the various Bureaus within the DISB.

Completes research on complex, critical substantive matters in response to requests from the Mayor, Deputy Mayor(s), DISB's Commissioner and staff members.

Reviews, manages and conducts complex and sensitive litigation.

Handles sensitive and highly confidential matters, as assigned.

Prepares legal memoranda and opinions regarding complex matters on an urgent, priority basis for the Mayor, Deputy Mayor(s) and DISB's Commissioner and staff members.

Monitors and resolves legal problems regarding priority projects.

Drafts proposed laws and amendments to existing laws, and prepares explanations and justifications for sensitive proposed laws.

Drafts proposed regulations and amendments to existing regulations, and prepares explanations and justifications for sensitive proposed regulations.

Drafts DISB's views on key proposed legislation prior to the Executive Office of the Mayor to ascertain conformity of proposed laws with the Mayor's legislative program.

As a representative of DISB, the Mayor or the District Government, attends hearings of committees considering bills and explains the background and purpose of such bills; prepares testimony on pending legislation for DISB, the Mayor and other officials of the District Government.

Reviews drafts opinions and legal memoranda for DISB and the District Government, and makes related comments and

recommendations.

Represents DISB and the District Government at community and other meetings.

Examines and analyses proposed orders, legislation and other legal documents from various sources for legal sufficiency, both as to form and substances. Performs research, provides oral or written opinions as a result of review.

Prepares memoranda regarding legal questions and proposals and drafts final Agency decisions for consideration by the Commissioner of DISB.

Assists The Office of the Attorney General of the District of Columbia (OAG) in court litigation resulting from DISB-related matters handled by OAG.

Performs all functions related to case and calendar management; e.g., preparation of case transfer or close-out reports; case file entry updating; documentation of action taken; timely review of legal proceedings, and any other administrative functions associated with conclusion of assigned matters.

Keeps abreast of changes to the laws and regulations related to the functions and responsibilities of DISB. Recommends appropriate courses of action to supervisor, as deemed necessary.

Provides technical guidance and assistance to junior attorneys of the division/section in areas of special expertise.

Compiles monthly and weekly statistical and status reports of assigned matters. Performs other related duties as assigned.

Qualifications

Extensive knowledge of several titles of law, agency policies, regulations and procedures; Federal and State laws related to functions of DISB; precedential agency and judicial decisions.

Highly developed skills in interpreting and applying legal knowledge in various situations.

Comprehensive skills in analysis and resolution of difficult legal issues in an orderly, systematic and effective manner.

Extensive skills in interpreting and applying applicable laws, regulations and practices, including agency policies and relevant judicial decisions.

Extensive skills in applying sound judgment in review and analysis of matters assigned and deriving logical conclusions.

Ability to articulate concerns and positions on extremely sensitive issues both orally and in writing.

Broad range of knowledge of general administrative and management principles, practices and techniques. Skill in applying this knowledge and the ability to assume responsibilities of administrative and managerial functions.

Licensures, Certifications and other requirements

The incumbent must be a current member in good standing of the District of Columbia Bar or be eligible for waiver into the bar.

Experience & Education

The incumbent must have a law degree from an American Bar Association (ABA) accredited law school and have at least one (1) year of specialized professional legal experience at or equivalent to the LA-14 grade level in the District of Columbia government services.

Work Environment

The work is performed in an office environment.

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